

North Carolina Travel Reimbursement Rates

As of July 1, 2017

PER DIEM Charges allowed:

	<u>IN-STATE</u>	<u>OUT-OF-STATE</u>	
BREAKFAST	\$ 8.40	\$ 8.40	<u>MILEAGE Reimbursement Rate: Effective 1/1/17</u>
LUNCH	11.00	11.00	53.5 cents per mile if travel is 100 miles or less
			* New for 2017: trips over 100 miles will be reimbursed at 53.5 cents up to 100 miles, any mileage over 100 miles will be reimbursed at a rate of 17 cents per mile.
DINNER	18.90	21.60	
Total for Meals	\$38.30 per day	\$41.00 per day	TAXI: reimburse fare <u>only w/receipt</u>
LODGING	+71.20 base rate	+84.10 base rate	PARKING: <u>Actual Cost w/receipts</u>
	(Excess requires pre-approval- BDA)		
DAILY TOTALS	\$ 109.50	\$ 125.10	TIPS: Airports: Baggage Handling/Skycaps = no more than \$2 per bag; Shuttle Drivers = no more than \$2 per bag. •Parking/Auto Related: Valets = \$2 per car when collecting the car; Taxi Drivers = 15% of the fare and \$1 - \$2 a bag.

SAME DAY TRIP

*** No Lunch for same day trip

Must depart **prior to 6:00 a.m.** (i.e. 5:50 a.m.)

Must return from trip **after 8:00 p.m.** (i.e. 8:10 p.m.)

(*** Must leave duty station prior to 5:00 p.m. to be eligible to claim Dinner for same day trip)

Depart prior to **6:00 a.m.** return after **8:00 p.m.**

To Claim

Breakfast

Dinner

Breakfast & Dinner

Hours Worked for same Day Trip

10 hrs (must extend workday by 2 hrs.)

11 hrs (must extend workday by 3 hrs.)

13 hrs. (must extend workday by 5 hrs.)

OVERNIGHT TRIP - (Departure time is time you begin trip - Arrival time is time of day you return from trip)

Departure Time— **prior to 6 a.m.**

Departure Time— **prior to 12:00 noon.** -

Departure Time— **prior to 5:00 p.m.** -

Breakfast

Lunch -Arrival Time must be **after 2:00 p.m.** to claim

Dinner -Arrival Time must be **after 8:00 p.m.** to claim

***Must include departure and arrival times on travel form to determine # of hours worked